EAST HERTS DISTRICT COUNCIL

Forward Plan of Key and other Decisions – 14 January 2019 to 31 May 2019

The Forward Plan contains brief details of Key Decisions that the Executive is likely to take over the period set out above, as well as other scheduled major Council decisions. You will also find details of contacts who can provide further information and hear your views.

Please note that the dates of some of the decisions may change from month to month, please check with Democratic Services on 01279-502173 before deciding to attend a meeting.

1	2	3	4	5	6	7	8
Decision required	Previously considered by	Decision Maker	Date of Decision	Documents to be submitted to Decision Maker	Contact Officer from whom documents can be requested	Confirmation that other documents may be submitted to the Decision Maker	Procedure for requesting details of other documents
Bid to the European Regional Development Fund for Launchpad 2 Project Executive		Executive	12 February 2019	Report and supporting Essential Reference Papers.	Ben Wood, Head of Communications Strategy and Policy	Yes	By telephone or email – see note 8 below.

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decision invited to approve a bid for ERDF funds (with match funding from East Herts Council) to deliver expansive business support and economic growth project.							
Hertfordshire Infrastructure and Funding Prospectus 2018 - 2031		Executive	12 February 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Disposal of Long Leasehold Interest in Land and Buildings KEY DECISION - Seeking approval		Executive	26 February 2019	Report and supporting Essential Reference Papers.	Anna Osborne, Assets and Estates Manager	Yes	By telephone or email – see note 8 below.

8 3 6 Decision Decision Confirmation **Previously** Date of **Documents to Contact Officer Procedure for** considered by Maker **Decision** required be submitted to from that requesting **Decision Maker** whom other details of other documents documents can be may be documents submitted to requested the Decision Maker for grant of a 150 vear lease Head of Extension of 12 February Report and Yes By telephone or **Public Space** Housing and 2019 supporting email – see note Protection Health Essential 8 below. Order Reference Key Decision to Papers. be taken by Jonathan Geall, Head of Housing and Health under delegated authority Section 16.11 of the Constitution to make public spaces protection orders, in consultation

with the Head of

Legal and Democratic

8 3 Decision Decision Confirmation **Previously** Date of **Documents to Contact Officer Procedure for** considered by Maker **Decision** required be submitted to from that requesting **Decision Maker** whom other details of other documents documents can be may be documents submitted to requested the Decision Maker Services, under Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014. Adoption of Head of 12 February Report and Yes By telephone or Additional Housing and 2019 supporting email – see note Enforcement Health Essential 8 below. Powers Against Reference Rogue Papers. Landlords and Letting Agents Key Decision:

Power delegated to the Head of Housing and Health under Part 3c,

Paragraph 16.20

Constitution.

of the

1 2 3 4 5 6 7 8

Decision Date of Documents to Contact Officer Confirmation Proce

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To enforce enactments arising from the Legislation set out in Appendix A. (Appendix A includes Housing and Planning Act 2016 from which the new enforcement powers emanate)							
Authority Monitoring Report 2017-18		Executive	12 February 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Approval of a preferred developer for the Old River Lane and authorisations to the Chief		Executive	26 February 2019	Report and supporting Essential Reference Papers.	Liz Watts, Chief Executive	Yes	By telephone or email – see note 8 below.

3 6 8 Decision **Previously** Decision Date of **Documents to Contact Officer** Confirmation **Procedure for** required considered by Maker **Decision** be submitted to from that requesting details of **Decision Maker** whom other documents documents other may be can be documents requested submitted to the Decision Maker Executive (or her delegate) the Head of strategic Finance and Property and the Head of Legal and Democratic Services to sign a development agreement with the Developer 5 March 2019 Claire Sime, By telephone or Executive 12 Feb Council Yes Land west of Hertford (south email – see note 2019 Report and Service Manager of Welwyn (Policy and supporting 8 below. road/West of Implementation) Essential Reference Thieves Lane) Masterplanning Papers. Framework Executive 26 Feb 5 March 2019 Isabel Brittain. By telephone or Financial Council Yes Sustainability 2019 Report and Head of Strategic email – see note

supporting

Essential

Strategy

Finance and

Property

8 below.

3 6 7 8 Confirmation **Decision Previously Decision** Date of Documents to **Contact Officer Procedure for** considered by Maker **Decision** required be submitted to from that requesting details of **Decision Maker** whom other documents documents other may be can be documents requested submitted to the Decision Maker Reference Papers. Affordable Claire Sime, By telephone or 5 March 2019 Report and Council Yes **Housing SPD** supporting Service Manager email – see note Essential (Policy and 8 below. Reference Implementation) Papers. Executive 26 Feb Council 5 March 2019 Report and By telephone or Harlow and Claire Sime, Yes email – see note 2019 Service Manager Gilston Garden supporting **Town Transport** Essential (Policy and 8 below. Implementation) Strategy Reference Papers. Local Joint Council 5 March 2019 Simon O'Hear By telephone or Human Report and Yes Panel: Changes supporting Head of Human email – see note Resources Essential to the Committee 9 Jan 8 below. Resources and Constitution 2019 Reference Organisational Development Papers. Old River Lane -Council 5 March 2019 Report and Liz Watts, Chief Yes By telephone or Allocation of supporting Executive email – see note capital to fund Essential 8 below. the arts centre Reference is made in the Papers. Council's Capital

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Decision required	Previously considered by	Decision Maker	Date of Decision	Documents to be submitted to Decision Maker	Contact Officer from whom documents can be requested	Confirmation that other documents may be submitted to the Decision Maker	Procedure for requesting details of other documents
Programme and revenue be made in the Medium Term Financial Plan from 2022 onwards							
Council Tax 2019-20 Formal Resolution		Council	5 March 2019	Report and supporting Essential Reference Papers.	Isabel Brittain, Head of Strategic Finance and Property	Yes	By telephone or email – see note 8 below.
Land West of Hertford (North of Welwyn Road) Masterplanning Framework	Executive 12 Feb 2019	Council	5 March 2019	Report and supporting Essential Reference Papers.	Claire Sime, Service Manager (Policy and Implementation)	Yes	By telephone or email – see note 8 below.
Homeless Strategy 2019 - 2024	Overview and Scrutiny Committee 6 Nov 2018	Council	5 March 2019	Report and supporting Essential Reference Papers.	Claire Bennett, Manager of Housing Services	Yes	By telephone or email – see note 8 below.

3 6 7 8 **Decision Previously Decision** Date of Documents to **Contact Officer** Confirmation **Procedure for** considered by **Decision** required Maker be submitted to from that requesting details of **Decision Maker** whom other documents documents other may be can be documents requested submitted to the Decision Maker 2019 Taxi Vehicle: Age Licensing Council 5 March 2019 Report and Oliver Rawlings, Yes By telephone or and Emissions Committee 14 email – see note Service Manager supporting Policy Nov 2018 Essential (Licensing and 8 below. Reference Enforcement) Licensing Papers. Committee 6 Feb 2019 Neighbourhood Report and Claire Sime. By telephone or Council 5 March 2019 Executive 12 Feb Yes Planning 2019 supporting Service Manager email – see note Guidance Note Essential (Policy and 8 below. 2019 Implementation) Reference Papers. Retail Frontages, Claire Sime, By telephone or Executive 12 Feb Council 5 March 2019 Report and Yes Design & Service Manager email – see note 2019 supporting Signage Essential (Policy and 8 below. Supplementary Reference Implementation) Planning Papers. Document (SPD) By telephone or Executive 12 Feb Council 5 March 2019 Report and Claire Sime. Local Yes Development Service Manager email – see note 2019 supporting Essential Scheme (LDS) (Policy and 8 below.

Reference

Papers.

Implementation)

2019

6 8 3 7 Decision Decision **Previously** Date of **Documents to Contact Officer** Confirmation **Procedure for** considered by Maker **Decision** required be submitted to that from requesting **Decision Maker** whom other details of documents documents other can be may be documents requested submitted to the Decision Maker Anstey Executive 26 Council 5 March 2019 Claire Sime, Yes By telephone or Conservation Feb 2019 Report and email – see note Service Manager (Policy and Area Appraisal supporting 8 below. Essential Implementation) and Management Reference Plan Papers. Introduction of Head of 17 April 2019 Report and Isabel Brittain, Yes By telephone or Head of Strategic email – see note Fixed Penalty Strategic supporting Notice for S34 Finance and Essential Finance and 8 below. EPA Reference Property Property Householders Papers. duty of Care

Explanatory Note: This sets out the particulars elaborated in The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 ("the Regulations"). The Regulations changed the way a local authority can make Key Decisions and sets out the legal process to ensure that the Council is accountable and transparent to the public. Where a decision maker intends to make a Key Decision, the decision must not be made until the document in the above table format has been completed and published. The meaning of a Key Decision, the above procedure and the urgency provisions where the decision maker cannot comply with the usual process were set out in a Practice Note submitted to Leadership Team in November 2016 and January 2017.

1. Decision required: This sets out the matter in respect of which the decision is to be made.

2. Previously considered by: This sets out the committee(s) which have considered the proposal and will make recommendations as appropriate.

3. Decision maker: This sets out the individual and/or body where the decision is to be made.

4. Date of Decision: This sets out the date or the period within which the decision is to be made.

5. Documents to be justified: This sets out the list of documents the decision maker will consider. At least 5 days before the key decision is made the documents referred to in paragraph 5 must be available for inspection at the council office or on the website.

6. Contact Officer: This sets out the officer from whom documents are available subject to any prohibition or restriction ie exempt documents.

- **7. Confirmation that other documents may be submitted to the Decision Maker:** This sets out that other documents relevant to the decision to be made may be submitted to the decision maker.
- **8. Procedure for requesting details of other documents:** This sets out the procedure for requesting details of the documents (if any) as key outcomes become available. All contacts can be reached by telephone on 01279-655261 or by email firstname.surname@eastherts.gov.uk